

20 February 1963

DD/K  
STAFF MINUTES  
11 February 1963

Present: Scoville  
Giller

[redacted]

Ledford  
Cunningham

[redacted]

Note: I regret that for a variety of reasons I have not been able to get out minutes of this meeting in time to be of optimum usefulness, but as a matter of record and possible follow-up, I thought it worthwhile to prepare them even at this late date.

1. There was a brief discussion concerning the need for some standard operating procedure with [redacted] of the [redacted] Action - OSA to submit written proposal for concurrence.

2. [redacted] reported that Mr. Miller would probably have to be away two days a week on the National ELINT Program.

3. [redacted] reported that Project [redacted] now has a Navy vessel and all is going along very well.

4. There was some discussion of [redacted] and OAL was assigned the action to get a program going relative to aircraft and equipment procurement and various other clarifications of the [redacted] matter.

5. Colonel Giller cited a note from [redacted] to the effect that the Legislative Liaison would like to receive

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copies of briefing papers or notes which may be used by the Director in hearings on the Hill. Subsequent inquiry revealed that he was talking, not about the current state of budget hearings, but on any and all matters where papers may be prepared for the DCI to use before Congress. [ ] would like a copy of same.

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6. [ ] brought up the question of trip reports and the absence of any particular procedure within the DD/R at this time. It was agreed that trip reports for foreign travel would not routinely be forwarded to the DD/R, but that any time in the opinion of the AD a trip report would serve as a useful briefing device or a basis for future action, or where important commitments had been made, such reports should be forwarded to the DD/R. In forwarding trip reports, covering comments are requested from the AD highlighting the points of concern, analysis if and as appropriate, plus comments or recommendations made or actions that may have been taken by the AD.

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7. It was observed by Colonel Ledford and Mr. Cunningham that the decision to have OSA handle the [ ] project now increased their already serious requirement for space and manpower. It was requested that a statement on the increased space requirements be furnished [ ] in order that he might update our standing statement of space requirements with the Office of Logistics. (This has been done.)

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[ ]  
Executive Assistant  
Deputy Director (Research)

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**Distribution:**

- 1 - Scoville
- 2 - Giller
- 3 - [ ]
- 4 - [ ]
- 5 - [ ]
- 6 - Ledford
- 7 - [ ]
- 8 - DD/R Subj
- 9 - DD/R Chrono

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